



SECRETARY

ROLES & RESPONSIBILITIES

Position Title: Secretary

Reports To: President

Role Overview:

The Secretary is a vital administrative role within the Coffs Harbour Netball Association, responsible for supporting the President and the Executive Committee in the smooth operation of the association. This position involves managing documentation, communication, and associational tasks that are essential for effective governance and operational efficiency.

Key Responsibilities:

- **Reporting Roles/Subcommittee Oversight:**

The Secretary's sub-committees play essential roles in supporting the association's administrative and communication functions.

- **Minute Secretary**

- The Minute Secretary is responsible for accurately recording and documenting the proceedings of meetings. This role involves preparing detailed minutes, ensuring timely distribution to members, and maintaining organized records for future reference.

- **Social Media and Publicity Officer**

- The Social Media and Publicity Officer manages the association's online presence, creating and curating engaging content across various platforms. This role aims to promote events, initiatives, and achievements, foster community engagement and increasing visibility.

- **Website Manager**

- The Website Manager oversees the association's website, ensuring it is up-to-date, user-friendly, and reflective of the association's mission. This role includes managing content updates, monitoring website performance, and collaborating with other sub-committees to highlight relevant information.

- **Administrative Support:**

- Maintain accurate records of all meetings, including minutes, agendas, and attendance.
 - Prepare and distribute meeting agendas and materials as per the constitution.
 - Organise and maintain files and documentation related to the association's activities.
 - Maintain accurate records of all CHNA volunteers WWCC details and verify details through the Office of the Children's Guardian portal.
 - Request and maintain accurate records of all affiliated club volunteers' WWCC details and obtain verified information from the clubs.
 - Prepare & submit the Netball NSW Online Affiliation Forms annually by the due date
 - Be a signatory on all Association accounts

- **Communication:**

- Act as the Public Officer for the Association
 - Act as a primary point of contact for internal and external communication, including emails

and official communication.

- Facilitate communication between the Executive Committee, members, and stakeholders.
- Circulate all nominations for Life Membership & accompanying qualifications to affiliated clubs
- Circulate the annual calendar & post on website
- **Meeting Coordination:**
 - Schedule and coordinate meetings for the Executive Committee and CHNA Council meetings.
 - Ensure that all logistical aspects of CHNA Executive & Council meetings are organised, including venue booking and technology setup.
 - Compile the Executive Report for Council meetings.
 - Circulate all nominations & reports for all CHNA Executive and Council meetings as per the constitution.
 - Prepare a report for the AGM
- **Compliance and Governance:**
 - Assist in ensuring that the association adheres to relevant regulations, policies, and procedures.
 - Help prepare reports and documentation required for governance and compliance.
 - Liaise with the President & represent CHNA as hearing Officer as required
- **Event Support:**
 - Provide administrative support for the relevant CHNA Executive member.
 - Assist in promoting events and activities within the community.

Qualifications:

- Strong associational and time management skills.
- Excellent written and verbal communication abilities.
- Proficient in using office software (e.g., word processing, spreadsheets, email).
- Ability to work collaboratively in a team environment.
- Previous experience in an administrative role is preferred but not essential.
- Have a Working with Children's Check (WWC) & submit to CHNA President for verification.

Commitment:

- Work collaboratively with executive and council members to enhance the association's success. Focus on the collective goals of CHNA, fostering a spirit of unity beyond individual club affiliations.
- Present submitted reports to the Executive Committee & Council on behalf of the convenors & sub-committees
- This position may require availability during evenings and weekends, especially throughout the competition season. Flexibility is essential to meet the needs of the association.

Benefits:

- Contribute to the development and success of netball in the Coffs Harbour community.
- Opportunity to build leadership skills and engage with a network of like-minded individuals.

The Secretary plays a crucial role in ensuring the effective functioning of the Coffs Harbour Netball Association, helping to foster a well-organised and engaged community. This position provides an excellent opportunity for individuals looking to contribute to the growth and success of netball in Coffs Harbour.

VERSION CONTROL			
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